

## USE OF CREDIT CARDS

The Board of Education permits the use of district credit cards by certain school officials and Board members to pay for actual and necessary expenses incurred in the performance of work-related duties for the district. A list those individuals that will be issued a district credit card will be maintained in the Business Office and reported to the Board each year at its Organizational Meeting in July. All credit cards will be in the name of the school district.

The district shall establish a credit line not to exceed \$5,000 for each card issued and an aggregate credit limit of \$31,000 for all cards issued to the district.

The district shall also establish a credit line not to exceed \$2,500 for use by the high school student activities clubs. The Superintendent or designee will be responsible for developing procedures specific to this card.

The Board Superintendent or designee shall ensure that the credit card is secured through ~~an RFP process~~ a Board approved banking institution and the relationship between the district and the credit card company is such that the district preserves its right to refuse to pay any claim or portion thereof that is not expressly authorized, does not constitute a proper district charge, or supersedes any laws, rules, regulations, or policies otherwise applicable. In addition, the Board Superintendent or designee will ensure that no claim shall be paid unless or until an itemized voucher approved by the officer (Administrator or Supervisor) whose action gave rise or origin to the claim, is audited, reviewed, and determined to be proper by the Internal Auditor or Internal Claims Auditor appointed by the Board.

Credit cards may only be used for legitimate school district business expenditures. The use of credit cards is not intended to circumvent the district's policy on purchasing.

Users must take proper care of these credit cards and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the Business Office and to the appropriate financial institution. ~~Failure to take proper care of credit cards or failure to report damage, loss or theft may subject the employee to financial liability.~~

Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature or violate the intent of this policy may result in credit card revocation and discipline of the employee.

Users must submit detailed documentation, including itemized receipts for commodities, services, travel and/or other actual and necessary expenses which have been incurred in connection with school-related business for which the credit card has been used. Each cardholder shall be given a copy of this policy.

The School Business Official shall periodically, but no less than twice a year, monitor the use of each credit card and report any serious problems and/or discrepancies directly to the Superintendent and the Board.

Cross-ref: 6700, Purchasing  
6830, Expense Reimbursement

Ref: Education Law §§1724(1); ~~2524(1)~~ (itemized, audited, and approved vouchers required)  
Opns. St. Compt. No. 79-202 (use of multi-purpose credit cards by municipal employees)  
Opns. St. Compt. No. 79-494  
Opns. St. Compt. No. 78-897 (gas credit cards)

Approved: April 24, 2006